

AN INTRODUCTION

TO THE *LRC*

AT



ROANOKE-CHOWAN TECHNICAL INSTITUTE

"An Equal Educational Opportunity Institution"

WELCOME

This booklet is your introduction to the Learning Resources Center at Roanoke-Chowan Technical Institute. It is not a replacement for the Library Handbook, but an invitation to relax and study in a pleasant atmosphere.

The LRC consists of the Library, the Audio-Visual Center and the Learning Laboratory. Each area has its own specific services to offer you as a student. A great deal of planning has gone into the acquisition and organization of books, films, tapes, records and other materials you may need as you pursue your studies. The media has been selected with YOU and YOUR NEEDS in mind correlated with your general interest areas and varied curriculums.

Please let our staff assist you in any way we can help to make your studies successful through your ability to make valuable use of our facilities.

Roanoke-Chowan Technical Institute
Learning Resources Center
Route 2, Box 46-A
Ahoskie, N. C. 27910
332-5921



LRC Hours

Monday - Thursday 8:00 a.m. - 9:30 p.m.
Friday 8:00 a.m. - 4:00 p.m.

LRC STAFF

Elizabeth Bowser, Dean of Special Services
Peggy Lefler, Librarian
Virginia Jones, Learning Lab Coordinator
Katie Lee, Math Lab/Learning Lab/Library/Instructor
Carrie Morris, Assistant Reading/Learning Lab Instructor
Shirley Smith, Assistant Learning Lab Instructor
Tom Hedspeth, A-V Technician
Estelle Ashe, Secretary, Dean of Special Services

Do You Need Help to Find:

Encyclopedias

Dictionaries

Atlases

Fiction

Non-Fiction

Periodicals

Microfilm

Films

Film Loops

Filmstrips

Tapes

Kits



Begin with the Card Catalog

All books and audio-visual materials on our shelves are identified in the card catalog. Our card catalog is actually three different catalogs. One is an alphabetical listing by author; another is an alphabetical listing by title; and the last is an alphabetical listing by subject.



Periodicals

Our periodical collection consists of about 275 titles, including popular, scientific and technical magazines and newspapers. Back issues are kept on file in the library in either bound volume or on microfilm. The current issues may be checked out for one week. We can make xerox copies of back issues for five cents per page.



Other Indexes and Bibliographies

Books in Print

Ulrich's International Periodical Directory

Ayer Directory of Periodicals

N. C. State Library 16 mm Film Catalog

N. C. Health Education Films

The Reader's Adviser

Book Review Digest

Other Indexes and Bibliographies

Books in Print

Ulrich's International Periodical Directory

Ayer Directory of Periodicals

N. C. State Library 16 mm Film Catalog

N. C. Health Education Films

The Reader's Adviser

Book Review Digest



Microfilm

We own microfilm for back issues of many of our periodicals. Use one of our microfilm readers or our reader-printer. Members of our staff will be happy to show you how to use it.

The Microfilm Reader

Simple -- Easy to Use -- Convenient



Try Our Audio-Visual Center

16 mm Films

Filmstrips

Slides

Transparencies

Tapes

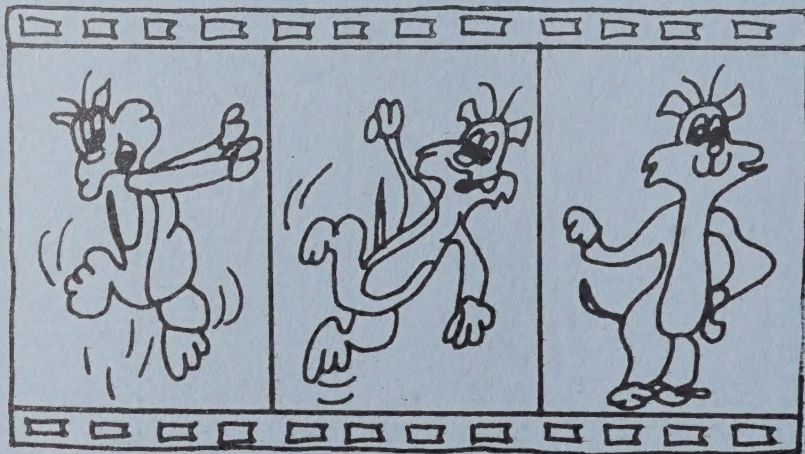
Records

Film Loops

Kits

Video-Tapes

AND ALL NECESSARY EQUIPMENT



Don't Forget the References

Dictionaries, Atlases, Almanacs, Bibliographies, Encyclopedias,
Handbooks, Guides.



What if the information you need is not in our library?
Then the ILL Hot Line is ready to serve you.



Our library maintains a direct telephone line to the State Library from which we can obtain books on interlibrary loan. If a book is not available from the State Library, they will locate it in one of the 230 other libraries which will send it on interlibrary loan. The State Library also has a reference service to answer questions and assist with research. Ask a staff member to assist you with these services.

Circulation

Checking Out Materials

During registration each student fills out a library card which allows him to borrow library materials. When you are ready to check out materials, go to the circulation desk and sign your name and library card number on the book card. Wait for the librarian to verify your name and stamp the date due slip in the book. Returned materials may be dropped in the slot in the front of the circulation desk. Magazine request cards must be filled out for each periodical requested.



Books on Reserve

Books and other materials for special assignment or required reading are placed on reserve by faculty members so that they can be used by the greatest number of students during a limited time period. Ask for these materials at the circulation desk. They may be signed for and used in the library.

Learning Laboratory

Do you have any of the following goals or needs?

To improve skills in math and English

To complete high school

To satisfy requirements for college entrance

To study a foreign language

To increase reading speed

To spell better

If you have any of these or other needs, visit the Learning Lab where coordinators are eager to help you achieve your goals. Self-paced instruction is the key to the success of the Learning Lab. Sign up for a course in the lab. The number of hours and days or nights you attend are left up to YOU. Give yourself a chance to be successful.



Summary

Now that you have browsed through this booklet, remember the LRC can offer:

Free use of books from other libraries through interlibrary loan

Free library card

Books

Free LRC Handbook

Magazines, newspapers

Reference materials and instruction

Photocopying services for five cents per copy

Films

Film Loops

Tapes

Transparencies

Slides

Filmstrips

Equipment

Courses using programmed material

Quiet atmosphere for study

Assistance

Help from understanding personnel



Illustrations by Mike Lefler